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## DOVER PLANNING AND ZONING COMMISSION MINUTES NOVEMBER 1, 2018

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**DOVER CITY PLANNING AND ZONING COMMISSION MEETING**  
Dover Council Chambers  
699 Lakeshore Ave., Dover, ID

**P&Z COMMISSIONERS IN ATTENDANCE:**

☒ Marilyn Becker   ☐ Michael Jones   ☒ Dean Johnston   ☒ Kevin Johnson

**STAFF/OTHERS IN ATTENDANCE:**

☒ Clare Marley, AICP, City Planner

**CALL TO ORDER:**

Vice Chair Becker called the meeting to order at 6:01 p.m.

**CONSENT AGENDA:**

Approval of the October 15, 2018 minutes.

**Motion:** Commissioner Johnston moved, and Commissioner Johnson seconded the motion to approve the minutes of October 15, 2018. The motion passed unanimously.

**PUBLIC COMMENTS:**

None.

**NEW BUSINESS:**

**Adoption of 2019 Calendar:** The Commission reviewed the proposed meeting schedule for 2019 and discussed whether to include a meeting in July.

**MOTION:** Commissioner Johnson moved and Commissioner Johnston seconded the motion to approve the calendar as drafted, with the addition of a July 18<sup>th</sup> meeting date. The motion passed unanimously. Ms. Marley advised she would complete the revisions and send the adopted 2019 calendar to them.

**Update on former post office site purchase:** At the request of the Commission, the city planner provided information on the recent purchase by the City of Dover of the former post office site. She advised that the land was purchased at the end of September for \$105,000. The City expects to see the SPOT bus stop moved there shortly and eventually hopes to return the post office to the site. The city plans to seek public input on future uses of site to go along with comp plan citizen input, which included proposals for a potential activity center, public space, placemaking features, and reduction of congestion in the present post office area.

**OLD BUSINESS:**

**Subdivision code update:** The Commission reviewed and discussed the following:

- Draft street designs: Ms. Marley provided updated street standard designs prepared by the city engineer and discussed his input on the Commission's earlier comments. The next

steps are to determine where each street standard applies, based on terrain, traffic, zoning districts, density, or other criteria. Commissioners requested additional explanation of access from vehicle to sidewalk for Street Typical "Collector and Urban Residential" and distance to access sidewalks from parked cars. After reviewing the P&Z concerns about mismatched 40-foot wide private easements abutting 60-foot wide public rights-of-way in new developments, the city engineer suggested the Typical #4 (private) be widened to 60 feet by adding 10-feet of width on each side for drainage and utilities. The Commission agreed with the suggestion. Members of the public, John Sletager of Ames Way, and Dennis Hall of 606 Pomrankey Loop, spoke about new utility requirements from Avista of 7 feet of additional utility easement on each side of the road. The Planning and Zoning Commission also expressed concern that parking seemed to be an "option" in the no-parking street standards, and the code needed to be clear that either on- or off-street parking is mandatory. Mr. Sletager asked for additional information on required parking spaces for the "bump-out" or guest parking configurations.

- Street naming and addressing discussion. Ms. Marley discussed the street naming process and the county desire to have unique street names that will reduce confusion for emergency calls. Mr. Hall and Mr. Sletager shared information on county re-addressing requests and inquired whether the Commission planned to tackle the addressing issues. Ms. Marley noted the subdivision draft will include a standard for emergency-response compliant road names, but addressing is not under the Commission purview.
- Next steps. Ms. Marley advised the proposed subdivision update will include a repeal and replacement of Appendix C road standards, cross-reference in the subdivision codes to Appendix C and a proposal to City Council to adopt the street standards by resolution, similar to the current driveway encroachment standards. By doing so, the city can update street standards when warranted without entire ordinance amendments.
- Other issues. Ms. Marley said she will present for discussion a conservation plat section and open space policy, to meet the newly adopted comprehensive plan. Also, the subdivision update will include sections on dark-sky approaches to lighting, limiting it to intersections, trailheads or other areas identified by the city engineer as critical to safety; and pathway/trail connections. The draft will also include:
  - Short plat process
  - Condo plat process
  - Density calculations for submerged land
  - Modernized plat application requirements
  - Connection to proposed stormwater standards
  - Corrections and updates to street definitions

**Stormwater amendment:** The Commission agreed with Ms. Marley that the proposed stormwater ordinance would best fit in Title 9, but it should be renamed Building and Development. The group discussed low-risk plan options, exceptions, and do-it-yourself checklists and stormwater site assessments for those projects that do not pose risks for increased run-off, sedimentation, or erosion. The Commission requested further discussion on the owner-prepared plans at the next workshop.

**Mixed use/small lot discussion:** Ms. Marley reviewed the August workshop discussion with the group, provided small lot EPA guidelines for setbacks and discussed strategies for bringing the mixed use/small lot development back to the table.

**ANNOUNCEMENTS:**

Ms. Marley announced that the Dover City Council will hear the RV Occupancy, Nuisance, and Fence Height ordinances December 13<sup>th</sup> beginning at 6 p.m. She reviewed the Council draft minutes of October 25<sup>th</sup> with the Commission. The city planner also advised that a variance hearing is tentatively planned for December 6<sup>th</sup>.

**MEETING ADJOURNED:**

**Motion:** Commissioner Johnston moved, and Commissioner Johnson seconded the motion to adjourn. The Chair called the meeting adjourned at about 8:00 p.m. on a unanimous vote.

A handwritten signature in dark ink, appearing to read "Michael Jones", written over a horizontal line.

Michael Jones  
Dover Planning and Zoning Commission Chair